



FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ,
M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
PSYCHIATRIC TECHNICIAN II

(Position Code No. 8.111)

ANNOUNCEMENT NO:

DOA107-10

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

AUGUST 09, 2010 - CONTINUOUS

PAY GRADE:

OPEN: G-1; \$18,723 P/A - G-10; \$28,085 P/A
PROM: G-1; \$18,723 P/A - G-20; \$39,617 P/A

WHO CAN APPLY

Open to all permanent government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

One year of experience as a Psychiatric Technician I or equivalent work and graduation from high school; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**MINIMUM
EDUCATION
REQUIREMENTS**

All new employees (meaning not a current government of Guam employee to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the circular/list approved by the DOA Human Resources Manager (e.g. Solid Waste Technician). All government of Guam employees (classified and unclassified) who were employed prior to October 1, 2008, will not be required to possess or show proof of a high school diploma or equivalent as allowed by law in their current position and for other positions they are considered for within their class series (if any) that clearly do not require a high school diploma. However, once an employee who was exempted under this law ends their employment (e.g. by way of resignation or adverse action termination) and the former employee attempts to return to active service, the law will apply accordingly to those former employees and such applicants must now possess and show proof of a high school diploma or equivalent as required for most if not all government positions.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is moderately complex sub-professional psychiatric nursing work in the care of the mentally ill. Employees in this class perform a wide variety of moderately complex sub-professional psychiatric nursing services independently on an ongoing basis and participate in more complex duties under closer supervision. Employees may serve as team or group leaders over less experienced sub-professional staff.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Participates in a wide variety of activities involving the use of patients' daily living experiences; therapeutically functions as socializing agent. Facilitates the patients' use of the treatment program through individual and group contacts. Works with family and community groups; observes and reports behavioral changes in patients and in their interaction with staff. Assists in planning the therapeutic use of patients' daily living experiences and the determination of immediate and long range goals. Performs a variety of sub-professional nursing tasks in the physical care of patients; administers medications as directed. Assists in the preparation of a variety of reports, patient summaries, histories and behavioral data sheets. Participates in evaluation of patients' progress and

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other staff meetings; offers opinions, suggestions for consideration relevant to the treatment of individual patients and carries out treatment plans outlined and/or as directed. Participates in on-the-job training programs and other educational sessions as directed. May lead the work of lower level sub-professional staff. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles, practices and theory of practical nursing as applied to treatment of the mentally ill. Knowledge of the more common physical and mental illnesses; their obvious symptoms and of appropriate medical terminology. Ability to administer detailed therapeutic prescriptions. Ability to lead the work of others. Ability to maintain a sympathetic attitude toward an effective relationship with the mentally and physically ill. Ability to prepare ward and patient reports, and maintain records.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diploma

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING


This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. [Exception: If the position change is for thirty (30) days or less, or the applicant is a classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.] The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualifications.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm

For: 
CECILIA G. MARTINEZ, Manager
Human Resources Division

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE
ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,
MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR
POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.**